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ABSTRACT

This catalog lists exemplary field-based program improvement products identified by the Dissemination and Utilization Products and Services Program (D&U) at the National Center for Research in Vocational Education. It is designed to increase awareness among vocational educators of these products and to provide information about them that facilitates effective use. The products listed were selected through D&U staff screening of various databases and by soliciting product nominations from vocational educators in agencies and institutions such as local schools, state departments of education, state boards of vocational and technical education, community colleges, technical institutes, and universities. Products listed in this catalog cover the following topics: adult vocational education, basic skills, business-industry-labor linkages, communications, economic development, employability skills, equity, evaluation, instruction, personnel development, planning, special populations, and technology. For each entry, information about availability and price, along with a short abstract, are provided. The catalog includes a title index and ordering information. (KC)

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INTERFACE

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ABOUT INTERCHANGE

What is Interchange?

Interchange is a catalog listing exemplary field-based program improvement products identified by the Dissemination and Utilization Products and Services Program (D&U) at the National Center for Research in Vocational Education. It is designed to increase awareness among vocational educators of these products and to provide information about them that facilitates effective use.

Why are products selected and listed in Interchange?

Staff responsible for program improvement activities at the local and state levels are faced with the need for instructional and staff development materials. Frequently they develop their own resource materials when they could have obtained these materials elsewhere at nominal cost if they had been aware of their availability.

How are the products listed in Interchange selected?

D&U staff identify products by screening various databases and by soliciting product nominations from vocational educators in such agencies and institutions as local schools, state departments of education, and state boards of vocational and technical education, community colleges and technical institutes, and universities. Selections are then made from among candidate resource materials on the basis of topical priorities, content, effectiveness, compatibility with existing programs, and cost-efficiency. A panel of field-based vocational educators finalize the selections.

How can vocational educators nominate products for consideration by the D&U Program?

A product can be nominated by contacting Dr. Judith Samuelson at the National Center for Research in Vocational Education or by using one of the nomination cards bound in this catalog. D&U staff will then contact the product developer or disseminator to obtain additional information.

How should product developers submit a product for consideration?

Product developers can submit their products for consideration by sending a review copy to Dr. Judith Samuelson at the National Center, along with complete information about whom to contact regarding the product.

How can interested persons obtain more information about exemplary products or about nominating a product?

More information can be obtained about the Selection and Dissemination of Exemplary Products project by phoning Dr. Judith Samuelson TOLL FREE at (800) 848-4815 (in the continental U.S. outside Ohio) or at (614) 486-3655.

Are workshops and consultation available to help vocational educators adapt products to their local needs?

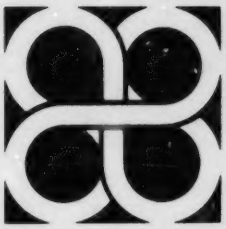
D&U staff are available to provide technical assistance for on-site product orientation and training, to conduct workshops, to display products, or to disseminate information. For more information, contact:

Dr. Jay Smink, Program Director
Dissemination and Utilization Products and Services Program
The National Center for Research in Vocational Education
The Ohio State University
1960 Kenny Road
Columbus, OH 43210-1090

TOLL FREE (800) 848-4815 (in the continental U.S. outside Ohio) or (614) 486-3655.

Cable: CTVOCEDOSU/Columbus, OH
Telex: 8104821894

1985 Edition



INTERCHANGE

PROGRAM IMPROVEMENT PRODUCTS IDENTIFIED THROUGH NETWORKING

1985

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ADULT OCCUPATIONAL EDUCATION

CAREER REDIRECTIONS FOR ADULTS

Presents the materials for a workshop designed to teach adults how to identify and explore their career options. Career planning and placement specialists in educational institutions, governmental agencies, and business and industry will find this handbook useful in helping the out-of-school adult who has life and work experience and who wants to assess a current career or life situation. Included are the following eight units:

- "Personal Preference: What Is Important to Me?"
- "Interest Assessment: What Do I Enjoy?"
- "Skill Assessment: What Do I Do Well?"
- "The Great Leap: From Who I Am to What I Want"
- "Career Exploration: Comparing the Ideal and the Real"
- "Personal Job Readiness: Overcoming Barriers"
- "Decision Making: Weighing the Alternatives"
- "Implementation: Where to from Here?"

Each unit includes materials for both workshop staff and participants. While the units are arranged sequentially, they are readily adaptable to the needs of specific groups. Developed by the Education and Work Program, Northwest Regional Educational Laboratory. [Revised 1984/198 pp.]

Available from: *Price:* **$19.00**

Office of Marketing
Northwest Regional Educational Laboratory
300 SW Sixth Street
Portland, OR 97204-1779

HANDBOOK FOR TEACHERS OF ADULT OCCUPATIONAL EDUCATION

Provides insight into the adult teaching-learning process and serves as a practical guide for preservice and inservice training programs for teachers of adult occupational education. Through an informal question-and-answer format, the handbook discusses such topics as:

- Factors affecting learning
- Individual needs
- Principles of learning
- Instructional methods
- Instructional aids
- Testing

- Curriculum development
- Advisory committees
- Lesson plans
- Management responsibilities

Practical solutions to the problems faced by beginning instructors are offered in this handy day-to-day reference. A videotape (3/4" U-Matic) explaining how to use the handbook is available on loan from the Dissemination and Utilization Products and Services Program. Developed by the Bureau of Occupational Education Curriculum Development, New York State Education Department. [1977/96 pp.] ***ED 149 160***

Handbook available from: *Price:* **$4.95**

The National Center for Research
in Vocational Education
National Center Publications, Box I
1960 Kenny Road
Columbus, OH 43210-1090

Order No: **SN 20**

Please make remittance payable in U.S. funds. Orders of $10.00 or less should be prepaid. Price includes shipping and handling. Prices are subject to change without notice.

Videotape available on loan from:

Dissemination and Utilization Products and Services Program
The National Center for Research in Vocational Education, Box I
1960 Kenny Road
Columbus, OH 43210-1090

THE TURNING POINT

A Program for Women in Transition

Provides resource materials for leaders of programs for women in transition, particularly those who have been displaced from their central role as homemaker and are re-entering the workforce. This manual includes workshop outlines, readings, and exercises for the following topics:

- "Support Systems"
- "Assertiveness"
- "Stress Management"
- "Financial Planning"
- "Legal Planning"
- "Job Readiness"

Suggestions for working with local employers and social service providers are also included, along with actual survey and questionnaire forms.* Developed by the Adult Life Resource Center, Division of Continuing Education, The University of Kansas.
[1982/238 pp.]

Available from:

Price: **$16.50**

Adult Life Resource Center
The University of Kansas
Continuing Education Building
Lawrence, KS 66045-2610

Order No: **PL35710**

Also available is a participants' package of readings and exercises* [1982/142 pp.] *Price:* **$7.00, *Order No.* **PL 35720**.

Orders of 20 or more receive a 10% discount. Add $3.00 for shipping and handling on orders of $10.00 or less; $3.75 for orders from $10.00 to $15.00; $4.50 for orders from $15.00 to $20.00; $5.25 for orders from $20.00 to $30.00; and $6.00 for orders over $30.00.

BASIC SKILLS

COMMUNICATION SKILLS

Provides classroom activities designed to help vocational students learn about the purposes and uses of various communication techniques and the skills needed to employ those techniques effectively. This set includes two volumes.

Volume I presents the basic techniques involved in effectively:

- Reading
- Writing letters
- Listening for information
- Using a newspaper

Expected student outcomes are included for each unit, along with a unit outline. Student activities and transparency masters are included for each area. Developed by the Vocational Instructional Materials Laboratory, The Ohio State University. [1983/90 pp.]

Volume II presents the basic procedures for successfully:

- Using the telephone
- Conducting a meeting
- Making a speech

A unit outline and expected student outcomes are included, along with exercises for students to complete. Transparency masters are also included. Developed by the Vocational Instructional Materials Laboratory, The Ohio State University. [1983/75 pp.]

Available from: *Price:* **$8.00**/set or **$4.00** each

Vocational Instructional Materials Laboratory
The Ohio State University
154 West Twelfth Avenue
Columbus, OH 43210-1302

Add $1.25 shipping charge for one copy and $.50 for each additional copy. Orders of more than 100 copies receive a 20% discount on the purchase price.

GENERALIZABLE MATHEMATICS SKILLS ASSESSMENT USER MANUAL and GENERALIZABLE MATHEMATICS SKILLS RESOURCE DIRECTORY

Provide teachers, counselors, and other school personnel with practical instruments and procedures designed to measure the generalizable mathematics skills of students in secondary vocational programs. Through use of these resources, functional learning problems may be identified, providing a basis for designing and presenting instructional, remedial, and support programs necessary for students to succeed in their vocational courses. The user manual comprises five sections:

- "Generalizable Mathematics Skills"
- "Student Self-Ratings"
- "Teacher Ratings"
- "Performance Test"
- "Use of the Student Self-Ratings and Teacher Ratings with the Performance Test Assessment Instrument"

The accompanying resource directory provides information about instructional materials useful for teaching mathematics or vocationally-oriented mathematics. The directory consists of four sections:

- "User Guide"
- "Mathematics Resource Materials"
- "Teacher Resource Materials"
- "List of Publishers"

Appendices supplement both the manual and directory. Developed by the Illinois State Board of Education, Department of Adult, Vocational and Technical Education. [Manual 1984/57 pp.; Directory 1984/81 pp.].

Available from:

Curriculum Publications
Clearinghouse
Western Illinois University
Horrabin Hall 46
Macomb, IL 61455-1396

Price: **$6.25** (Manual)
Publication No: **273b**

Price: **$5.25** (Directory)
Publication No: **273a**

Add $1.00 for shipping and handling on orders of $10.00 or less, 10% for orders from $10.00 to $200.00, and 5% for orders over $200.00.

MATHEMATICS IN VOCATIONAL EDUCATION

Guides vocational teachers in helping students master the math basics directly related to success in vocational courses. An orientation section addresses planning for teaching and provides forms

for use in assessing and planning for individual student's needs. Chapters on measurement, fractions, decimals, percentage, conversion, and geometry:

- Describe the content
- Provide suggestions for a concrete-manipulative development of the concept
- Suggest application-oriented activities

The question "When are we ever gonna have to use this?" is addressed along with other enrichment activities in the final chapter. While the practical examples in this guide were derived from metalworking and industrial mechanics classes, the approach is transferable to any vocational class. Developed by the Oregon Department of Education. [1982/108 pp.] ***ED 221 696***

Available from:

Price: **$4.50** plus 10% for shipping and handling

Dr. Art Terry
Marion Education Service District
651 High Street, NE
Suite 4
Salem, OR 97301-2439

A NEW LOOK AT AN OLD SKILL

Reading in the Vocational Classroom

Assists vocational teachers in developing materials to meet the reading skills needs of students in vocational education classrooms. The activities included in this practical handbook are designed to help the less able reader acquire the skills needed for reading vocational classroom materials, but they will also be useful for strengthening the skills of better readers. Included are these units:

- "Vocabulary Activities"
- "Word Recognition Activities"
- "Word Meaning Activities"
- "Comprehension"

Many reproducible classroom activities are included, along with teacher answer sheets. An appendix presents forms useful for reviewing and evaluating writing, along with a section on study skills. Developed by the Vocational Instructional Materials Laboratory, The Ohio State University. [1982/125 pp.]

Available from:

Price: **$5.50**

Vocational Instructional Materials Laboratory
The Ohio State University
154 West Twelfth Avenue
Columbus, OH 43210-1302

Add $1.25 shipping charge for one copy and $.50 for each additional copy. Orders of more than 100 copies receive a 20% discount on the purchase price.

READING IN VOCATIONAL EDUCATION

Assists vocational teachers in helping students be more effective in reading the textual materials, directions, and other instructional materials necessary for success in vocational classes. The handbook is divided into seven major sections:

- "Basic Reading Skills Required in Vocational Programs"
- "Students—How Well Do They Read?"
- "Textbooks—How Hard Are They to Read?"
- "Vocabulary—How Do You Teach It?"
- "Reading—How Do You Guide It?"
- "Study Skills—How Can You Use Them?"
- "Learning—How Many Ways Are There?"

The practical ideas presented in the handbook have proved to be successful in classrooms. Examples given of industrial arts activities can be easily adapted to other service areas. Developed by the Oregon Department of Education. [1981/60 pp.]

Available from:

Price: **$4.50** plus 10% for shipping and handling

Dr. Art Terry
Marion Education Service District
651 High Street, NE
Suite 4
Salem, OR 97301-2439

SPEAKING AND LISTENING IN VOCATIONAL EDUCATION

Helps vocational teachers promote the development of vital oral communication skills in cluster programs. The handbook is divided into these major sections on speaking and listening:

- "Why Speech in Vocational Education?"
- "Elements of Good Speech" covers voice quality, speech habits, and congruent verbal and nonverbal communication.
- "Transmitting Information."
- "Listening to Content" covers listening to directions and improving concentration.
- "Listening to Intent" includes active listening.

The first part of each section includes definitions, skills, and assessment tools and techniques; concept background and suggested activities (with sample work forms) complete each section. Developed by the Oregon Department of Education. [1982/119 pp.] ***ED 226 206***

Available from:

Dr. Art Terry
Marion Education Service District
651 High Street, NE
Suite 4
Salem, OR 97301-2439

Price: **$4.50** plus 10% for shipping and handling

WRITING IN VOCATIONAL EDUCATION

Promotes effective written communication in vocational programs—a skill that is increasingly important in the job market of today's dawning information age. Vocational teachers can choose activities as needed from chapters on a range of basics:

- "Writing Correct Sentences"
- "Writing Correct Paragraphs"
- "Writing Compositions"
- "Writing Correspondence"
- "Summarizing and Taking Notes"
- "Rewriting, Editing, and Proofreading"

An introductory chapter presents practical standards for evaluation of student writing. Scoring sheets are included along with proofreading and correction marks useful in grading student papers. Developed by the Oregon Department of Education. [1983/122 pp.] ***ED 229 594***

Available from:

Dr. Art Terry
Marion Education Service District
651 High Street, NE
Suite 4
Salem, OR 97301-2439

Price: **$4.50** plus 10% for shipping and handling

BUSINESS-INDUSTRY-LABOR LINKAGES

JOB PLACEMENT, SUPERVISION, AND FOLLOW-UP

Identifies major activities that school districts and program operators must be able to provide in order to maintain appropriate accountability and effective job placement services. The handbook is divided into eight chapters:

- "Job Placement and Follow-Up: Vocational Education's Responsibility"
- "The Job Placement Dimension: Guidance"
- "Training Plans and Program Agreements"
- "Early Job Placement and Graduate Placement"
- "Successful Job Placement of Minority Youth"
- "Employment Placement of the Handicapped"
- "Sex Equity and Job Placement"
- "Employer Follow-Up"

Sample forms useful for organizing a job placement service are included throughout the publication. Developed by the Ohio Department of Education, Division of Vocational Education. [1979/ 80 pp.]

Available from: *Price:* **$5.00**

Agricultural Education Curriculum
Materials Service
The Ohio State University
2120 Fyffe Road, Room 254
Columbus, OH 43210-1010

PRESENTING COOPERATIVE EDUCATION

A Guide for Providing Information about Cooperative Education and Recruiting Work Stations

Assists the teacher-coordinator in presenting the cooperative education story to employers and in developing appropriate workstations for students. This useful manual is composed of three sections covering these subject areas:

- Presenting cooperative education to the community of employers in general—persuading through stage setting and advance fanfare

- Presenting the cooperative education story to employer groups in the public and private sectors—building on the good will and interest developed by the activities described in the first section
- Presenting the cooperative education story to individual employers—developing a presentation that will lead to specific job commitments

Practical, step-by-step procedures are set out for each activity to ensure successful interactions with potential employers. Additional sources of information are included.* Developed by The National Child Labor Committee. [1983/41 pp.]

Available from:

The National Child Labor Committee
1501 Broadway
New York, NY 10036-5592

Price: **$3.00** each/1-15 copies
$2.40 each/16 or more copies

Also available is a companion booklet presenting information on how to administer cooperative education programs, Managing Cooperative Education.* [1983/78 pp.] *Price:* **$3.00 each/1-15 copies or **$2.40** each/16 or more copies

THE PRIVATE SECTOR YOUTH CONNECTION

Volume 1—School to Work: A Planning Manual for Educators and Business People

Provides a smorgasbord of action ideas as it reviews school-business partnerships typical of today's efforts to break down traditional school-to-work barriers. This compilation describes tested, predominantly local programs grouped by focus area:

- Classes in business and industry
- New school creation; public-private initiatives
- Curriculum revitalization
- Teacher internships in business and industry
- School-business partnerships and adopt-a-school programs
- Work-study programs
- Summer youth employment
- Career exploration

A chapter on "What Makes Programs Work?" summarizes 10 characteristics contributing to the success of these model efforts. Lists of program contacts, organizations offering technical assistance, and pertinent publications are also included. Developed by the Vocational Foundation. [1982/93 pp.] ***ED 226 074***

Available from:

Vocational Foundation, Inc.
44 East 23rd Street
New York, NY 10010-4372

Price: **$15.00** plus $1.25 postage

Multiple orders will be billed for UPS charges. Prepayment required for 25 copies or less.

STRATEGIES FOR DEVELOPING A COORDINATED VOCATIONAL ASSESSMENT PROCESS FOR YOUTH

A Compilation of Ideas and Resources for the Service Delivery Areas under the Job Training Partnership Act

Presents strategies for joint delivery of assessment services for disadvantaged youth, stressing the role of the Local Management Forums (LMFs). These groups, comprised of representatives from the major service agencies and schools, develop policies and utilize resources to provide enhanced services to youth. Major sections discuss the role of vocational assessment in JTPA programs, the role of state-level staff, and planning considerations. Seven stages are included:

- Determine the purpose
- Identify resources
- Decide who will be assessed
- Define what to assess
- Decide how to assess
- Develop a plan for implementing a coordinating process
- Evaluate the plan

A bibliography annotates 30 selected assessment resources. Appendices include the bylaws of five Wisconsin LMFs and a descriptive sampling of available vocational assessment instruments. Designed for use in Wisconsin's JTPA service delivery areas, the system is adaptable to other localities. Developed by the Vocational Studies Center, University of Wisconsin-Madison. [1983/132 pp.] ***ED 228 395***

Available from: *Price:* **$9.00**

Vocational Studies Center
Publications Unit
964 Educational Sciences Building
1025 West Johnson Street
Madison, WI 53706-1796

Add 10% for shipping and handling for orders under $100.00. Unless order is prepaid, add $5.00 billing charge for orders under $25.00.

COMMUNICATIONS

ADMISSIONS STRATEGIES THAT WORK

A Guide for Vocational Educators

Presents strategies for developing and implementing admissions practices that are useful, reliable, and fair—and that meet the needs of each school. While based on the best admissions practices of secondary vocational program administrators, the guide will also meet the needs of community colleges and technical institutes. It provides information that will assist administrators in refining and streamlining admissions systems and suggestions for solving difficult admissions problems. Included are chapters on the following topics:

- "An Admission System Self-Assessment"
- "The Applicant Pool"
- "The Selection Committee"
- "Recordkeeping"
- "Choosing Selection Criteria"
- "Matching Student To Program"
- "Special Considerations"
- "Drafting An Admissions Policy"

Checklists for determining the usefulness, reliability, and fairness of present admissions practices are included, along with the questions that should be addressed in writing each of the six components of an admissions policy: eligibility statement, equal opportunity statement, description of organizational structure, procedures for applying to the school, procedures for selecting students, and selection criteria. Developed by the Massachusetts Department of Education, Division of Occupational Education. [1984/74pp.]

Available from: *Price:* **$4.00**

Massachusetts Vocational Curriculum
Resource Center
Minuteman Regional Vocational School
758 Marrett
Lexington, MA 02173-7398

DISSEMINATION MANUAL FOR ENHANCING PROGRAM IMPROVEMENT

Provides information designed to improve coordination and cooperation among state education agency staff, researchers, developers, and local practitioners. The goal of such efforts is to

increase the dissemination of funded vocational education program improvement products in order to improve and expand the scope of programs and services. The manual is divided into five major sections:

- "Guidelines for Use" identifies appropriate user groups for each part of the manual.
- "A Conceptual Framework" focuses upon the roles and responsibilities of disseminators.
- "Dissemination Process" enumerates six steps to be followed in planning, conducting, and assessing an effort.
- "Human Resources" describes national and state organizations and agencies providing services to potential users.
- "Material Resources" provides forms and samples to assist in dissemination activities.

While state-level contact information is geared to Illinois, the majority of networks and agencies identified have counterparts in each state or territory. Developed by the Illinois State Board of Education, Department of Adult, Vocational and Technical Education. [1982/194 pp.] ***ED 219 574***

Available from: *Price:* **$6.50**

Curriculum Publications Clearinghouse *Publication No:* **205**
Western Illinois University
Horrabin Hall 46
Macomb, IL 61455-1396

Add $1.00 for shipping and handling on orders of $10.00 or less, 10% for orders from $10.00 up to $200.00, and 5% for orders over $200.00.

MAKING IT WORK

In-Service Training Program for Vocational Educators

Assists in training vocational education personnel in the all-important areas of student recruitment and retention, placement, and curriculum adaptation for priority populations—minority, disadvantaged, handicapped, gifted and talented, limited-English-proficient and bilingual students, and those in nontraditional occupational areas.

- *Module I: Conquering Your Dropout Woes* reviews strategies for retaining priority students and assessing the local school's retention program. The manual provides the materials for a 1-day workshop to be presented in 4 sessions. [1983/218 pp.]
- *Module II: Placing Your Voc Ed Trainee* presents the principles of job placement and development in the context of the specific requirements of vocational education programs. The module contains materials designed to be presented in a 1-day workshop composed of 3 sessions. [1982/180 pp.]
- *Module III: A Blue Print for Student Achievement* provides basic instructional adaptation strategies for priority students in vocational education. This module is designed for use in a 2-day workshop comprised of 5 sessions. [1983/204 pp.]

The three modules together provide a comprehensive training package for assisting vocational educators in responding more effectively to the educational needs of special populations.* Developed by the Massachusetts Department of Education, Division of Occupational Education.

Available from: *Price:* **$12.00**/each module

Massachusetts Vocational Curriculum
Resource Center
Minuteman Regional Vocational School
758 Marrett
Lexington, MA 02173-7398

Also available are two modules for inservice workshop participants, *You Can Do It! Vocational Education—Volume I: Planning Your Approach* [1983/63 pp.] and *Volume II: Choosing Strategies that are Right for You* [1983/145 pp.]. *Prices:* Vol. I—$7.00**, Vol. II—**$9.00**. The two modules may be purchased in a recruitment package that includes fact packs for parents and posters both of which are available in English, Spanish, and Portuguese. *Price:* **$21.50**

VOC ED IS WORKING

Communications Kit

Provides assistance to vocational educators as they work toward enhancing the image of vocational education. This package of materials includes several items that, used together, can turn an ineffective public relations effort into an organized, systematic one that immediately yields rewards:

- *Communication by Design* outlines a step-by-step, how-to approach to planning and carrying out a public relations campaign thoroughly and effectively.
- *When the Challenge Is to Convince: Say It with Pictures* presents the basics of preparing effective slide presentations through the use of a storyboard—a technique used to establish the exact, timed interaction needed between words and images.
- *Public Service Announcement Adaptation Kit* contains the graphics and instructions for preparing flyers bearing the local school's name under the announcement "Put Voc-Ed to Work for You."
- *Voc-Ed Brochure Series Kit* contains the copy and instructions needed to enable local schools to prepare brochures for use with three audiences: business, parents, and students.

The basis of the planned public relations campaign, *Communication by Design* presents the basics on each strategy, and the accompanying items supplement selected areas. Developed by the Illinois State Board of Education, Department of Adult, Vocational and Technical Education. [1981/93 pp.] ***ED 226 161***

Available from: *Price:* **$4.50**

Curriculum Publications Clearinghouse *Publication No:* **208**
Western Illinois University
Horrabin Hall 46
Macomb, IL 61455-1396

Add $1.00 for shipping and handling on orders of $10.00 or less, 10% for orders from $10.00 up to $200.00, and 5% for orders over $200.00.

ECONOMIC DEVELOPMENT

THE ECONOMIC DEVELOPMENT OPPORTUNITY

A Guide for Building VTAE District-Community Partnerships for Economic Development

Guides community colleges and technical institutes as they plan their involvement in local economic development. An introduction builds a case for the involvement of vocational and technical institutions in economic development. Subsequent sections suggest an 8-step process for extending services to the business community:

- Securing local commitment
- Conducting an internal assessment of resources
- Assessing community needs
- Developing the plan—identifying, prioritizing, and designing system elements
- Securing institutional approval
- Preparing for start-up
- Implementing the plan
- Evaluating—external feedback and internal review

Designed for the use of local communities in Wisconsin, the process is adaptable to the needs of any community engaged in economic development or redevelopment. Developed by the Fox Valley (WI) Technical Institute. [1983/82 pp.] ***ED 229 582***

Available from: *Price:* **$3.50**

Henry Beno
Educational Resource Center
Fox Valley Technical Institute
1825 Bluemound Drive
P.O. Box 2277
Appleton, WI 54913-2277

EDUCATION FOR EMPLOYMENT

Planning for Economic Development—A Strategic Approach

Provides business, industry, labor, government, and educational groups with an overview of the economic development process, along with ideas to assist them in planning and implementing coordinated economic development activities. Topics included are:

- Current economic environment
- Economic development—a response to economic conditions
- Current economic development efforts
- Defining roles
- The role of vocational education in economic development
- Defining vocational education
- Strategies for delivering vocational education
- Strategies for economic development planning
- Resource availability

The handbook describes the Education for Employment program outlining a five-part plan to adapt education resources in Illinois to the needs of the final quarter of the 20th century.* Part 2 of the plan, focusing upon relevant job training, has been translated into the Employment Education and Training Model with objectives, delivery systems, and outcomes specified by grade level. Developed by the Illinois State Board of Education, Department of Adult, Vocational and Technical Education. [1983/32 pp.] ***ED 237 747***

Available from: *Price:* **$1.25**

Curriculum Publications Clearinghouse *Publication No:* **267**
Western Illinois University
Horrabin Hall 46
Macomb, IL 61455-1396

Add $1.00 for shipping and handling on orders of $10.00 or less, 10% for orders from $10.00 up to $200.00, and 5% for orders over $200.00.

**Also available on a loan basis is a slide/tape program entitled "Education for Employment—Partners in Economic Development."*

Send requests to:

Illinois Vocational Curriculum Center
Sangamon State University, E22
P.O. Box 2939
Springfield, IL 62708-2939

HOME ENTREPRENEURSHIP

Instructional Materials in the Operation of a Small Business from the Home

Provides an extensive overview of the knowledge and skills needed to become an entrepreneur, along with the special considerations involved in locating a business in the home. Topical units suitable for classroom use include:

- "Exploring a Home-based Home Economics Related Business"
- "Planning Your Home-based Business"
- "Legal Considerations"
- "Money to Start—Where Do You Find It?"
- "Organizing the Work of Your Business"
- "Purchasing Necessary Supplies"

- "Setting Prices for Your Home-based Business"
- "Financial Record Keeping"
- "Advertising and Selling"
- "Evaluation of Your Business"

Each unit includes practical suggested activities and sources of additional information. Developed by the Bureau of Vocational Education, Pennsylvania Department of Education. [1983/120 pp.]

Available from:

Price: **$6.50** plus $1.50 for shipping and handling

Home Economics Education Department
The Pennsylvania State University
212 Rackley Building
University Park, PA 16802-3201

VOCATIONAL EDUCATORS' HANDBOOK FOR ECONOMIC DEVELOPMENT

Familiarizes the novice business and industry liaison or coordinator with the basics of economic development and the role vocational education can logically and effectively assume. This how-to manual provides a springboard to customized, creative ideas as it focuses on two major themes:

- Service to clients—individuals who want to be trained for a productive and satisfying work life, as well as the business or industry needing labor trained to specific requirements
- Teamwork—the public-private sector and agency-individual collaboration crucial to assessing and meeting the needs of both client groups simultaneously

The extent to which vocational education participates in local and state economic development remains largely up to the coordinator or linking agent. Taking this initiative will dictate whether to utilize the handbook in its entirety, or to select among its five sections:

- "Role of Vocational Education in Job Creation"
- "Preparing for Involvement in Economic Development"
- "Planning Industry Training Programs"
- "Sources of Funding and Technical Assistance"
- "Selected Reading and Bibliography"

Seventeen case studies are summarized in an appendix as pertinent examples. Developed by the American Vocational Association. [1981/141 pp.] ***ED 209 535***

Available from:

ERIC Document Reproduction Service
3900 Wheeler Avenue
Alexandria, VA 22304-5110
(703) 823-0500
(800) 227-3742 (in the continental U.S. outside Virginia)

THE HIGH SCHOOL STUDENT IN THE WORKING WORLD

A Handbook for Counselors

Meets the need for a self-contained sourcebook for use with students entering the world of work during or immediately after high school. The handbook gives in-depth yet concise coverage of the topics most crucial to secondary vocational counselors and placement officers:

- Helping students explore their interests and potential
- The career decision-making process
- Involving the student's family
- Getting hired and what to expect on the job
- Exploring self-employment
- Secondary and postsecondary vocational-technical training programs
- Counseling the handicapped
- Planning a career guidance program
- Sources of information on present and future opportunities
- Sources of free and inexpensive counseling materials

Includes worksheets and other aids to giving non-college-bound students the career planning help they need. Developed by the Texas Education Agency. [1981/112 pp.] ***ED 205 808***

Available from: *Price:* **$4.00**

Publication Distribution
Texas Education Agency
1701 N. Congress Avenue
Austin, TX 78701-2486

LEADERSHIP DEVELOPMENT THROUGH PLANNED INSTRUCTION IN VOCATIONAL EDUCATION

Assists instructors in integrating training in leadership development into vocational education courses. The manual includes instructional materials and strategies that will assist students in practicing leadership skills. These activities are organized into units related to the four major goals of the program:

- Leadership at home, at school, on the job, and in the community
- Goal achievement by the facilitation of individual and group progress

- Communication by effectively disseminating and receiving information through written and oral communication
- Evaluation of individual and group action

Each of these sections is designed around a program goal and includes enabling objectives, learning activities, resources, and evaluation activities. Fact sheets, logs, and checklists are included, along with references. Developed by the Research Coordinating Unit, Washington State Commission for Vocational Education. [1982/142 pp.]

Available from: *Price:* (to be determined)

Research Coordinating Unit
Commission for Vocational Education
State of Washington
Airdustrial Park, Building 17
Olympia, WA 98504-0001

MAXIMIZING OPTIONS FOR STUDENTS IN BUSINESS

Presents activities designed to assist business education students in maximizing their career options as administrative support workers in tomorrow's business world. Included are classroom activities and a suggested outline for an inservice program based on selected units of instruction. Units include:

- "Introduction: Changes and Challenges in the Future Business World"
- "A Look at the Past: A History of Administrative Support Services"
- "Men and Women in Today's Work Force: Myth and Reality"
- "Looking Ahead: The Future Business Environment"
- "Surviving and Thriving in the Future Business Environment: Management Principles"
- "Surviving and Thriving in the Future Business Environment: Career Development and Advancement"

Each module begins with a rationale and objectives, followed by lists of materials and helpful background reading. Reproducible student materials are provided along with masters for making transparencies. Developed by the Bureau for Vocational Education, Wisconsin Department of Public Instruction and Wanakee (WI) Community Schools. [1983/238 pp.]

Available from: *Price:* **$5.00** (estimated)

Wisconsin Department of Public Instruction
Publications Office
P.O. Box 7841
Madison, WI 53707-7841

METHODS AND MATERIALS FOR TEACHING OCCUPATIONAL SURVIVAL SKILLS

Picks up where most career preparation resources end: the skills workers need to maintain themselves in occupations once they are employed. The 14 performance-based instructional modules in this curriculum guide focus on 3 general categories of necessary on-the-job skills: human relations skills, including communication skills; organization skills; and coping skills:

- *Introduction* [17 pp.] ***ED 162 133***
- *Working in Organizations* [46 pp.] ***ED 162 134***
- *Motivation for Work* [36 pp.] ***ED 162 135***
- *Understanding Self* [60 pp.] ***ED 162 136***
- *Interpersonal Relations* [39 pp.] ***ED 162 137***
- *Effective Communications* [44 pp.] ***ED 162 138***
- *Using Creativity at Work* [46 pp.] ***ED 162 139***
- *Problem Solving* [52 pp.] ***ED 162 140***
- *Authority and Responsibility* [64 pp.] ***ED 162 141***
- *Leadership* [30 pp.] ***ED 162 142***
- *Coping with Conflict* [41 pp.] ***ED 162 143***
- *Coping with Change* [42 pp.] ***ED 162 144***
- *Adapting and Planning for the Future* [34 pp.] ***ED 162 145***
- *Module Tests* [58 pp.] ***ED 162 146***

Role playing, case studies, games, group discussion, and self-examination activities are among the teaching strategies suggested. Student worksheet and transparency masters, a list of teacher resources, and a multiple-choice student test are included for each module. Developed by the Illinois State Board of Education, Department of Adult, Vocational and Technical Education. [1978]

Available from: *Price:* **$19.95**

Curriculum Publications Clearinghouse
Western Illinois University
Horrabin Hall 46
Macomb, IL 61455-1396

Publication No: **125**

Add $1.00 for shipping and handling on orders of $10.00 or less, 10% for orders from $10.00 up to $200.00, and 5% for orders over $200.00.

A PRACTITIONER'S GUIDE

Strategies, Programs, and Resources for Youth Employability Development

Sets forth basic principles for the establishment of a comprehensive youth education and employment system. The guide is designed for use by individuals engaged in the planning and operation of programs—government policymakers, agency directors, and service providers. While the strategies suggested may be used to address the education and employment needs of most young people, the guide focuses particularly on those youth who are at greatest risk of becoming or remaining chronically unemployed. Included are discussions of seven strategies designed to

help at-risk youth achieve basic educational skills, pre-employment skills, work maturity, and occupational training:

- Compensatory education
- Alternative schooling
- Integrated work/study
- Residential education and training
- Job-readiness training
- On-the-job-training
- Skills training

Programs exemplifying each of the seven strategies are described, and contact information is provided. A chapter on "Building A System" deals with system and program level activities. Developed by Public/Private Ventures. [1984/88 pp.]

Available from:

Public/Private Ventures
399 Market Street
Philadelphia, PA 19106-2178

Price: **$10.00** (Prepaid orders accepted only.)

SURVIVAL SKILLS FOR THE REAL WORLD

Helps teachers equip students at the junior and senior high school levels with the practical skills needed to face the challenge of daily life and to achieve their personal goals. This curriculum guide focuses on two major areas:

- Locating employment—applying for, interviewing for, and choosing a job; skills employers look for; and investigating job requirements
- Personal and family management—managing your money, responsibilities of car ownership, starting on your own, and responsibilities as a taxpayer

The resource includes numerous activity sheets and handouts ready for duplication, a checklist for recording student progress, a student list of service organizations, and a teacher's section of additional print and audiovisual resources. Developed by the Oklahoma State Department of Education. [1981/192 pp.] ***ED 204 616***

Available from:

Wayne Copeland, Coordinator
Curriculum Section, Suite 382
Oklahoma State Department of Education
2500 North Lincoln Boulevard
Oklahoma City, OK 73105-4599

Price: **$2.88**

TARGET: EMPLOYMENT

A Resource Guide to Job-Seeking and Job-Retention Materials

Serves as a resource guide for teachers' use in selecting quality materials to meet specific instructional needs for teaching employability skills. To assist the user in this task, the guide includes sections on five major components of employability skills:

- "Decision making" presents models and strategies for making informed, systematic decisions regarding the choice of a job or career.
- "Self-analysis" outlines procedures for identifying personal values, interests, aptitudes, skills, and knowledge of the working world.
- "Occupational analysis" summarizes procedures for investigating work and entry requirements for specific positions within occupational areas.
- "Job-seeking process" gives practical steps to be followed in the process of finding and getting a job.
- "Job retention" explains factors that affect survival on the job.

Resources listed in each section of the handbook are fully described in an annotated bibliography organized by type of materials: learner resources, instructor guides, and professional resources. Developed by the Indiana State Board of Vocational and Technical Education. [1983/277 pp.]

Available from: *Price:* **$11.25**

Vocational Education Services
840 State Road 46 Bypass, Room 111
Bloomington, IN 47405-2364

EXPANDING CAREER HORIZONS

Helps to change attitudes about occupational stereotypes of both male and female students from the seventh grade level through postsecondary programs. The activities presented encourage all students to consider any occupational field, traditional or nontraditional. The five lessons:

- Introduce students to the implications of sex role stereotyping in jobs
- Adapt actual court cases on sex discrimination in employment for role playing
- Show students the relevance of labor force statistics
- Increase student awareness of real-life factors that affect an individual's standard of living
- Create awareness of cultural conditioning toward sex bias in aptitude tests and interest inventories

Expanding Career Horizons is packaged in kit form. Each of the 50-minute, activity-oriented lessons is a self-contained unit. Developed by the Illinois State Board of Education, Department of Adult, Vocational and Technical Education. [Revised 1979]

Available from: *Price:* **$35.00**

Curriculum Publications Clearinghouse
Western Illinois University
Horrabin Hall 46
Macomb, IL 61455-1396

Publication No: **111**

Add $1.00 for shipping and handling on orders of $10.00 or less, 10% for orders from $10.00 up to $200.00, and 5% for orders over $200.00.

FUTURE SHARES

Expanding the Career and Educational Opportunities of Vocational School Students

Assists vocational education administrators, instructors, and counselors in their efforts to promote sex equity in their educational programs. This four-part workbook of strategies and techniques contains many activities that focus specifically on nontraditional vocational training, but the basic goal of the publication is to allow educators and all of their students to increase their knowledge of sex equity and expand their perceptions of the variety of career options open to them. The four modules include—

- *Current Issues and Promising Practices* [40 pp.]
- *Planning for Equity* [81 pp.]
- *Adapting the Classroom* [72 pp.]
- *Counseling Strategies* [107 pp.]

Each module includes short informational chapters, descriptions of successful approaches, exercises, and handouts. Developed by Massachusetts Department of Education, Division of Occupational Education. [1984]

Available from: *Price:* **$24.00/set**

Massachusetts Vocational Curriculum
Resource Center
Minuteman Regional Vocational School
758 Marrett
Lexington, MA 02173-7398

GUIDELINES FOR SEX-FAIR VOCATIONAL EDUCATION MATERIALS

Helps vocational educators at the secondary and postsecondary levels increase their awareness of bias in the classroom materials that they are presently using. Although designed primarily for use by vocational educators, this set of three booklets is appropriate for use by all educators:

- "*A Checklist for Evaluating Materials*" lists concise criteria for use in evaluating materials with regard to language use, descriptions of roles and physical characteristics, and omissions. [6 pp.]
- "*Guidelines for the Creative Use of Biased Materials in a Non-Biased Way*" suggests ways of neutralizing the biased and unfair portrayals of the sexes in language, roles, and portrayals of personal traits. [8 pp.]
- "*Guidelines for Sex-Fair Vocational Education Materials*" presents specific examples of sex-biased and sex-fair language usage and graphic representations. [32 pp.]

Strategies are suggested to assist educators in adapting materials to reflect sex-fair practices; developing nonbiased instructional materials; and using biased materials creatively to show how stereotyping can prevent all students—both male and female—from reaching their fullest potential. Developed by Women on Words and Images. [1978] ***ED 153 015***

Available from: *Price:* **$4.95/set**

Order No: **SN 22**

The National Center for Research
in Vocational Education
National Center Publications, Box I
1960 Kenny Road
Columbus, OH 43210-1090

Please make remittance payable in U.S. funds. Orders of $10.00 or less should be prepaid. All prices include shipping and handling. Prices are subject to change without notice.

PROMOTING SEX EQUITY IN THE CLASSROOM

A Resource for Teachers of Vocational and Technical Education

Presents guidelines for evaluating resource materials and compiling creative strategies to promote sex equity in vocational and technical education classrooms and in out-of-school learning experiences. These guidelines are useful in evaluating vocational and technical education instructional media—print and nonprint. The guidelines are designed to be used in evaluating separately the art, language, and content of resources. The first 5 of the 12 modules contain the guidelines:

- *An Introduction* [10 pp.] ***ED 190 815***
- *Sex Equity Guidelines* [10 pp.] ***ED 190 816***
- *Strategies . . . Art* [17 pp.] ***ED 190 817***
- *Strategies . . . Language* [27 pp.] ***ED 190 818***
- *Strategies . . . Content* [25 pp.] ***ED 190 819***

The remaining seven modules are designed for use at secondary and postsecondary levels in each of the following areas:

- *Agriculture* [16 pp.] ***ED 190 820***
- *Distributive Education* [16 pp.] ***ED 190 821***
- *Health Occupations Education* [16 pp.] ***ED 190 822***
- *Home Economics* [24 pp.] ***ED 190 823***
- *Office Occupations* [18 pp.] ***ED 190 824***
- *Technical Education* [15 pp.] ***ED 190 825***
- *Trade and Industrial Education* [17 pp.] ***ED 190 826***

Sample lesson plans and sex equity check sheets are included in each module. Developed by the State of Iowa Department of Public Instruction and Iowa State University. [Revised 1980]

Available from: *Price:* **$6.00**

The Iowa Department of Public Instruction
Publications Office
Grimes State Office Building
Des Moines, IA 50319-0001

SELECT . . . FROM ALL YOUR OPTIONS

Designed to assist parents, teachers, and middle or junior high school students in overcoming sex bias and stereotyping in vocational education so that all vocational and career preparation activities are open to all students. This set of resources includes four volumes:

- *Parent Guide to Vocational Education* gives information about the *Select . . . From All Your Options* program and about the changing occupational outlook for today's students. [54 pp.] ***ED 183 924***
- *Student Guide to Vocational Education* suggests activities for students organized into five sections: select from all your options, laws help balance the scales, focus on self, social awareness, and looking to the future. [80 pp.] ***ED 183 923***

- *Teacher Guide to Vocational Education* provides student activities along with additional resources and teacher aids. [80 pp.] ***ED 183 922***
- *Women at Work* gives information about the little-known role of women in social and economic development. [26 pp.] ***ED 183 921***

The four volumes comprise a comprehensive and integrated program for overcoming sex bias and sex stereotyping in vocational education. Developed by the Office for Equal Access, New Jersey Department of Education. [1979]

Available from: *Price:* **$10.00**/set

Martha Pocsi
New Jersey Vocational Education
Resource Center
Rutgers-The State University of New Jersey
200 Old Matawan Road
Old Bridge, NJ 08857-1495

WOMEN IN NONTRADITIONAL CAREERS (WINC) CURRICULUM GUIDE

Serves as a comprehensive source of ideas, activities, and resources for teachers, counselors, youth workers, and others as they help young women understand historical, current, and future perspectives on women and work; understand themselves and their own interests, skills, and abilities; and plan for a career by considering the broadest possible range of potential jobs and access routes. Topical units in the guide are designed for flexible use in a variety of sequences, combinations, and settings. Included are the following sections:

- "Women and Work: Today and Tomorrow" assesses the place of women in the job market and discusses the jobs of the 1980's.
- "Community-Based Job Exploration" provides community-based nontraditional job explorations.
- "Access to Careers" explores 6 career paths leading to nontraditional jobs: 4-year colleges, community colleges, industry-sponsored training, apprenticeship training, entrepreneurship, and traditional career ladders.

Each unit contains an overview, a series of activities, and a set of activity resources. The inclusion of numerous activities and resources minimizes the need for additional instructor research or planning. Prepared by the Northwest Regional Educational Laboratory. [1981/628 pp.] ***ED 220 598***

Available from: *Price:* **$29.50**

Office of Marketing
Northwest Regional Educational Laboratory
300 SW Sixth Avenue
Portland, OR 97204-1779

WORKING EQUAL

Encourages students to explore rewarding nontraditional training and employment opportunities. This brief color film is designed to help students broaden their views of occupational choices and to encourage them to consider enrollment in nontraditional vocational education courses. The accompanying Fact Sheet lists major public laws dealing with equal employment, facts on women's participation in the work force, and discussion starters. Developed at the Area Vocational School, Phoenix, Arizona. [1979/7 minutes, color]

16mm film available on loan from:

Arizona Department of Education
1535 West Jefferson
Phoenix, AZ 85007-3284

Complimentary copies of the Fact Sheet available from:

Dissemination and Utilization Products and Services Program, Box I
The National Center for Research in Vocational Education
1960 Kenny Road
Columbus, OH 43210-1090

Complimentary copies on videocassette (3/4" U-Matic) are available upon request and brief statement of specific intended use in vocational education program improvement.

Videocassette available from:

Dissemination and Utilization Products and Services Program, Box I
The National Center for Research in Vocational Education
1960 Kenny Road
Columbus, OH 43210-1090

EVALUATION

COST-EFFECTIVENESS/BENEFIT ANALYSIS OF POSTSECONDARY VOCATIONAL PROGRAMS

Describes a technique for weighing specified program objectives against costs that can be used for systems analysis, evaluation, and planning. This kit includes three publications designed to assist vocational education administrators in improving management skills so as to increase program effectiveness.

- *Administrator's Manual* provides step-by-step procedures and analytic techniques. [70 pp.] ***ED 151 559***
- *Technical Report* describes the concepts of cost-effectiveness/benefit analysis and presents a model for postsecondary vocational programs. [64 pp.] ***ED 151 560***
- *Practicum* describes in a practical situation the computation and interpretation steps of the analysis process through the use of case study data. [71 pp.]

Activities for planning, implementing, and utilizing an analysis are presented in the manual. The field-tested practicum booklet is written as a case study in script format to illustrate a realistic effort to implement an analysis. Developed by the Department of Vocational Education, Indiana University. [1979]

Available from:

Price: **$10.00**/set

The National Center for Research
in Vocational Education
National Center Publications, Box I
1960 Kenny Road
Columbus, OH 43210-1090

Order No: **SN 23**

Please make remittance payable in U.S. funds. Orders of $10.00 or less should be prepaid. All prices include shipping and handling. Prices are subject to change without notice.

LOCALLY-DIRECTED EVALUATION HANDBOOK

Provides a means for improving programs through better decision making, improved planning, greater accountability, and more motivated personnel. The set includes a *User Guide* [31 pp./ ***ED 225 016***], which outlines the locally directed evaluation process including how to overcome common barriers and how to utilize evaluation results, and 12 *Local Leader Guides*. These individual guides are designed to aid the coordinators of the 12 activities:

- *Student Evaluation of Instruction* [23 pp.] ***ED 225 017***
- *Student/Employer Follow-up* [33 pp.] ***ED 225 018***
- *Measuring Student Competencies* [28 pp.] ***ED 225 019***
- *Assessing Basic Skills* [30 pp.] ***ED 225 020***
- *Assessing Student Services* [27 pp.] ***ED 225 021***
- *Assessing Special Needs Services and Identification Practices* [23 pp.] ***ED 225 022***
- *Assessing Access and Equity* [55 pp.] ***ED 225 023***
- *Evaluating Facilities* [19 pp.] ***ED 225 024***
- *Evaluating Instructional Materials* [30 pp.] ***ED 225 025***
- *Cost-Outcome Analysis* [19 pp.] ***ED 225 026***
- *Analyzing Community Resources* [22 pp.] ***ED 225 027***
- *Assessing Community Needs* [40 pp.] ***ED 225 028***

Each guide includes preliminary considerations, a procedure/task breakdown, and supporting documents. While developed for use by local schools in Illinois, this series can be adapted to assist evaluation efforts in a variety of settings. Developed by the Illinois State Board of Education, Department of Adult, Vocational and Technical Education. [1982]

Available from: *Price:* **$21.50**

Curriculum Publications Clearinghouse *Publication No:* **220**
Western Illinois University
Horrabin Hall 46
Macomb, IL 61455-1396

Add $1.00 for shipping and handling on orders of $10.00 or less, 10% for orders from $10.00 up to $200.00, and 5% for orders over $200.00.

MANUAL FOR THE EVALUATION OF OCCUPATIONAL EDUCATION PROGRAMS
and
SUPPORT MATERIALS FOR THE EVALUATION OF OCCUPATIONAL EDUCATION PROGRAMS

Provides a unique mechanism for initiating evaluation efforts or for clarifying, refining, and following through on state plans currently in place. This set of booklets contains the materials needed by a school district to conduct an evaluation of its occupational education programs. The model builds a realistic base for program assessment and improvement of local expectation and meshes those expectations with broader objectives at the state level. The framework is organized around two key areas:

- Steps that characterize student progress through an occupational program—program awareness, program selection, development of basic and occupational skills, and placement
- Administrative functions that support student progress—program and staff development, resources, and safety

Extensive outlines, sample forms, and worksheets in the assessment packet detail the process. [Revised 1983/Manual 42 pp./Support Materials 272 pp.] A companion videocassette (1/2" VHS; 3/4" VHS), *From Assessment to Improvement*, introduces the method. [31 minutes, color] Developed by the University of the State of New York and the New York State Education Department.

Assessment packet available from:

Price: **$4.00**/set

New York State Education Department
Publications Distribution Sales Desk
Education Building Addition, Room 169
Washington Avenue
Albany, NY 12234-0001

Videotape available from:

Price: **$40.00**

Bureau of Occupational Education
Research and Evaluation
New York State Education Department
99 Washington Avenue
Albany, NY 12234-0001

Make all checks payable to the New York State Education Department.

VOCATIONAL EDUCATION DEMONSTRATIONS

Measuring Impact and Improving Effectiveness

Aids vocational educators in improving and measuring the effectiveness of vocational education demonstration projects. The publication is designed especially for use by project planners and implementers, disseminators, evaluators, and monitors. It surveys, with examples and illustrations, procedures used to encourage adoption of successful practices and to select and fund demonstration projects. Specifically, the handbook is designed to help vocational educators:

- Assess and improve procedures being used to plan, implement, evaluate, and monitor demonstration projects in order to improve their ability to document improvements in classrooms and other learning situations and to ensure their continuation after external support is ended
- Assess and improve procedures being used to disseminate information about successful projects, to encourage adoption of these projects, and to document adoptions that occur
- Assess and improve procedures being used to select and fund demonstration projects

A glossary, a discussion of recommended criteria for reviewing proposals, and a bibliography are included. Developed by Development Associates. [1980/136 pp.] ***ED 197 058***

Available from:

Price: **$5.00** plus $2.50 for postage and handling

Development Associates, Inc.
2924 Columbia Pike
Arlington, VA 22204-4399

INSTRUCTION

MANAGING LEARNING TIME

A Vocational Educator's Handbook

Provides guidelines for optimizing time usage in secondary and postsecondary vocational-technical classes. This handbook is designed to guide teachers, administrators, supervisors, inservice coordinators, and teacher educators in conducting time-use analyses. The five chapters present background information and the three phases of time-use analyses:

- "First Stage: Discover How Time Is Used" discusses planning time-use analyses and conducting observations.
- "Second Stage: Decide What Change is Needed" describes how to compute time use and display and interpret results.
- "Third Stage: Change Day-To-Day Practice" presents suggestions for enhancing time use and developing action plans.

The appendix provides users with an observation form and worksheets to use in scheduling observations, computing and displaying time use, interpreting results, and action planning. Developed by the National Center for Research in Vocational Education. [1984/47 pp.]

Available from:

Price: **$5.50**

The National Center for Research
in Vocational Education
National Center Publications, Box I
1960 Kenny Road
Columbus, OH 43210-1090

Order No: **SN 45**

Also available are Managing Learning Time, a 17-minute color videocassette and Managing Learning Time: A Professional Development Guide [½-inch VHS or ¾-inch U-matic/1985; 94 pp./1985] *Prices: LT 69 VC—***$75.00**, LT 69—**$17.50**. *Please make remittance payable in U.S. funds. Orders of $10.00 or less should be prepaid. Price includes shipping and handling. Prices are subject to change without notice.*

PERSONNEL DEVELOPMENT

BUSINESS, INDUSTRY, AND LABOR INPUT IN VOCATIONAL EDUCATION PERSONNEL DEVELOPMENT

Details methods for keeping vocational educators' technical knowledge and skills up-to-date by involving business, industry, and labor in staff development. Strategies discussed include:

- Staff development programs
- Workshops and conferences
- Cooperative internships
- Structured occupational experiences
- Personnel exchange programs
- Advisory committees
- Resource persons
- Site visits

Each section includes resources such as conference planning checklists, an annual staff evaluation and professional development plan, an internship application, and a structured work experience agreement. Developed by the National Center for Research in Vocational Education. [Revised 1980/212 pp.] ***ED 187 937***

Available from:

Price: **$11.80**

Order No: **LT 59**

The National Center for Research
in Vocational Education
National Center Publications, Box I
1960 Kenny Road
Columbus, OH 43210-1090

Please make remittance payable in U.S. funds. Orders of $10.00 or less should be prepaid. Price includes shipping and handling. Prices are subject to change without notice.

LEADERSHIP PRACTICES

For Directors of Vocational Education

Serves as a professional handbook for directors of vocational education. Designed to assist them in creating conditions conducive to effective learning, it deals with the following major areas of educational responsibility of vocational directors:

- Selection and improvement of staff
- Curriculum development
- Supervision of instruction
- Student personnel relationships
- Selection and use of instructional resources
- Development and maintenance of the school plant
- Appraisal of the school program
- Community relations and participation
- Financing, budgeting, purchasing, and business management
- Relations with special services

The handbook's 13 chapters take an in-depth look at each of these functions placed in the context of leadership, communication, and management skills. Compiled from the contributions of Ohio vocational educators by the Division of Vocational Education, Ohio Department of Education. [1979/188 pp.] ***ED 174 790***

Available from: *Price:* **$5.00**

Agricultural Education Curriculum
Materials Service
The Ohio State University
2120 Fyffe Road, Room 254
Columbus, OH 43210-1010

STAFF DEVELOPMENT LEADERSHIP

A Resource Book

Provides a synthesis of the state of the art in successful staff development practices. The publication is designed for leaders of staff development programs—the school personnel who plan, conduct, and implement inservice activities.* Each of seven topical chapters includes a theoretical framework, application of concepts to successful staff development practices, and implications for staff development:

- "The Personal and Professional Dimensions of Staff Development"
- "Staff Development and Adult Learners"
- "Collaborative Planning and Data-based Decision Making"
- "Needs Assessment and Data Collection"
- "Program Planning and Alternative Delivery Strategies"
- "Program Implementation"
- "Evaluation and Reassessment"

Introductory and summary chapters complete the manual. Many useful checklists, questionnaires, and other worksheets are appended to individual chapters. Developed by the Ohio Department of Education, Office of Inservice Education. [1983/78 pp.]

Available from: *Price:* **$2.20**

Ohio Department of Education
Office of Inservice Education
65 South Front Street
Columbus, OH 43215-4183

Also available is Staff Development Leadership Teams: A Training Manual. Price:* **$2.00.

PLANNING

PLANNING AND CONDUCTING EDUCATION AND TRAINING PROGRAMS

A Seven Step Process

Assists individuals dealing—for the first time, or again—with the range of choices that must be made in developing and evaluating training programs. This highly practical process can be applied to a wide range of program structures and conditions. It proceeds systematically through seven essential steps:

- Establish a general sense of what needs to be done; clarify issues and outline practical considerations.
- Select participants and determine their training needs; identify target group and their crucial needs.
- Write program goals and objectives; apply criteria and determine specificity.
- Develop the means to meet objectives; select and sequence content and methods.
- Design evaluation, select objectives to evaluate and the best method to use.
- Conduct the program; maintain participant involvement and ensure delivery of content.
- Assess program effectiveness; compile data and develop impact statement.

The second part of this resource describes how each of these steps was applied in developing, conducting, and evaluating a community corrections training program. Issues, problems, and accomplishments at each stage are discussed. A sample agenda and evaluation form are included among the five appendices. Developed by the Center for Youth Development and Research, University of Minnesota. [1977/66 pp.] ***ED 241 673***

Available from: *Price:* **$5.00**

Center for Youth Development and Research
University of Minnesota
386 McNeal Hall
1985 Buford Avenue
St. Paul, MN 55108-1013

VOCATIONAL GUIDANCE

Planning Handbook

Helps in planning vocational guidance services for vocational education students. While vocational guidance staff are primarily responsible for delivering guidance services, this handbook is

designed to be used by the entire administrative and support team. The handbook contains four chapters:

- "Introduction" defines vocational guidance and suggests who might be accountable for and involved in the program.
- "The Model" presents a secondary vocational guidance model and specifies the 6 basic functions and 31 services that make up a comprehensive vocational guidance program.
- "Planning Process" outlines a process for cooperative planning among all programs serving vocational students and presents tools for gathering planning information.
- "Implementation Strategies" presents various strategies for delivering vocational guidance services.

Practical planning considerations are offered along with needs assessment survey instruments for use with various groups. Developed by the Indiana State Board of Vocational and Technical Education. [1979/98 pp.]

Available from: *Price:* **$5.00**

Vocational Education Services
840 State Road 46 Bypass, Room 111
Bloomington, IN 47405-2364

VOCATIONAL PLANNING GUIDE

Provides a practical approach for local vocational administrators striving to plan effective and efficient programs. Self-contained chapters permit planners to turn directly to the information that addresses their immediate needs in the following areas:

- Establishing vocational education's role within the overall mission of local schools
- Securing planning information by accessing available occupational data and collecting supplementary data
- Accessing resources from both the public and private sectors
- Acting on information by synthesizing it in a systematic manner
- Planning for legislative compliance in regard to representative planning input and other mandates
- Establishing working relationships with business, industry, labor, and other groups in the community
- Finding additional information and help through agencies, documents, associations, and resource persons

Worksheets, checklists, survey instruments, and other forms useful in the planning process are included. Although designed primarily for Missouri personnel, the planning practices in this guide will prove valuable to school, district, and community college planners in other states as well. Developed by the Missouri Department of Elementary and Secondary Education. [1982/76 pp.]

Available from:

Price: **$4.00**

Instructional Materials Laboratory
10 Industrial Education Building
University of Missouri-Columbia
Columbia, MO 65211-0001

ANOTHER STEP FORWARD

Designed to help vocational education teachers and administrators relate more effectively to handicapped students. This set includes five publications:

- *Architectural Considerations for a Barrier Free Environment* discusses provisions for nonambulatory, semiambulatory, visually impaired, and hearing impaired students. [24 pp./*Order No.* **SN 21E**] ***ED 153 048***
- *Characteristics of Handicapped Students* describes students with various handicaps and suggests appropriate strategies. [20 pp./*Order No.* **SN 21B**] ***ED 153 047***
- *Evaluation and Placement* describes work evaluation systems and work experience programs. [20 pp./*Order No.* **SN 21D**] ***ED 153 046***
- *Mainstreaming Handicapped Students into the Regular Classroom* reviews the legislation related to handicapped individuals and the mainstreaming model. [20 pp./*Order No.* **SN 21A**] ***ED 153 044***
- *A System of Management* describes the organizations and agencies with responsibilities for handicapped students and the staff needed to develop and implement individualized education. [16 pp./*Order No.* **SN 21C**] ***ED 153 045***

Through provision of a self-guided orientation, these booklets answer questions and offer suggestions for ensuring equal education and participation of handicapped with nonhandicapped students. Developed by the University of Florida. [1978]

Available from:

The National Center for Research
in Vocational Education
National Center Publications, Box I
1960 Kenny Road
Columbus, OH 43210-1090

Price: **$2.00**/each
$8.25/set

Order No: **SN 21A-E**/set

Please make remittance payable in U.S. funds. Orders of $10.00 or less should be prepaid. All prices include shipping and handling. Prices are subject to change without notice.

DUNN MODEL FOR ASSESSMENT AND PLACEMENT (D-MAP)

1985

Provides improved alternative strategies in vocational assessment and placement of special needs students into appropriate vocational curricula. This workshop participants' manual is based on the philosophy that students should not be presented with vocational curriculum choices that are unrealistic in relation to their abilities and aptitudes. Two parts comprise the D-MAP:

- Part I provides for examination and interpretation of achievement test scores or, in their absence, administration of reading and math tests.
- Part II presents strategies for assessing and analyzing interests and aptitudes.

Samples of tests are presented along with activities designed to assist administrators in interpreting results as they relate to vocational curricula. An extensive appendix provides information about available tests, inventories, and work samples. Availability information is included.

Developed by the Department of Occupational, Adult, and Safety Education, Marshall University. [1984/133 pp.]

Available from: *Price:* **$14.00**

National Clearing House of Rehabilitation
Training Materials
Oklahoma State University
115 Old USDA Building
Stillwater, OK 74078

EVALUATING RESOURCES FOR DISADVANTAGED STUDENTS
and
EVALUATING RESOURCES FOR HANDICAPPED STUDENTS

Designed to help teachers, administrators, and others identify and systematically evaluate suitable curriculum resources for disadvantaged students or students with handicapping conditions. Included in each publication are:

- A checklist to be used in evaluating a resource's usefulness
- A list of criteria to be used in evaluating a resource's quality
- A list of guidelines for reviewers to use in evaluating resources thoroughly and consistently

The booklets offer suggestions for using these three reproducible instruments. Developed by the Division of Vocational-Technical Education, Maryland Department of Education. [1979/12 pp. each] ***ED 174 767 - 174 768***

Complimentary copies of both booklets are available upon request. Please include a brief statement of intended use in vocational education program improvement.

Complimentary copies available from:

Dissemination and Utilization Products and Services Program, Box I
The National Center for Research in Vocational Education
1960 Kenny Road
Columbus, OH 43210-1090

GUIDANCE, COUNSELING, AND SUPPORT SERVICES FOR HIGH SCHOOL STUDENTS WITH PHYSICAL DISABILITIES

Offers a practical approach to the resources, procedures, and issues critical to serving students with handicapping conditions. The manual consists of two parts. Part 1 discusses vocational and academic support services as well as career and personal counseling and educational services. Among the many topics addressed are the following chapters:

- "An Overview of Physical Disabilities and Health Problems"
- "Coordinating the Delivery of Services"
- "Personal Adjustment"
- "Educational Planning"
- "Career Development and Guidance"
- "Vocational Assessment"
- "Psychometric Testing"
- "Job Placement"
- "Parent Involvement"

Part 2 is a compilation of national and state resources—organizations and directories for all states. Developed by Technical Education Research Centers. [Revised 1978/Part I—424 pp.; Part II—191 pp.] ***ED 149 561***

Available from:

Technical Education Research Centers
1696 Massachusetts Avenue
Cambridge, MA 02138-1803

Price: **$16.50** (**$13.50** for orders of 10 or more to the same address)

HANDBOOK ON DEVELOPING EFFECTIVE LINKING STRATEGIES

Vocational Education Models for Linking Agencies Serving the Handicapped

Facilitates cooperation in meeting the vocational education and employment needs of students with handicapping conditions. This handbook helps minimize duplication of agency efforts by addressing the following topics:

- Establishing and maintaining a local linkage committee
- The role of the individualized education program (IEP) and individualized written rehabilitation plan (IWRP) in linkage agreements
- Developing local agreements
- Cost considerations in establishing and maintaining interagency linkages—local level
- Inservice training to implement and sustain linkages—local level
- Evaluation of interagency linkages—local level
- Implementation of interagency agreements

The development and outcomes of interagency linkage models in Maryland, New Jersey, and

Virginia are presented. Developed by the Vocational Studies Center, University of Wisconsin-Madison. [1982/353 pp.] ***ED 215 097***

Available from: *Price:* **$27.00**

Vocational Studies Center
Publications Unit
964 Educational Sciences Building
1025 West Johnson Street
Madison, WI 53706-1796

Add 10% for shipping and handling for orders under $100.00.

IDEA BOOK

Meeting the Occupational Information Needs of Disadvantaged Youth

Suggests innovative ways to deliver job market information to out-of-school youth. This publication is especially appropriate as education and training decisions become more complex and more crucial than ever. Strategies, models, and examples useful in delivering and restructuring career guidance services are presented in three chapters:

- "Delivery of Occupational Information" suggests program responses based on the experiences of selected projects and youth agencies.
- "Outreach Strategies" provides guidelines and approaches for telling out-of-school youth about available information and services.
- "Recommendations for Planning" includes issues and conclusions regarding the major needs of youth and major program needs.

The booklet suggests a variety of approaches to the outreach, awareness, assessment, and occupational information services that are a necessary part of youth employment and training programs. Appended is a list of organizations that participated in the Youth Career Information Project upon which the publication is based. Developed by the Education and Work Program, Northwest Regional Educational Laboratory. [1981/56 pp.]

Available from: *Price:* **$6.75**

Office of Marketing
Northwest Regional Educational Laboratory
300 SW Sixth Street
Portland, OR 97204-1779

INDIVIDUALIZED EDUCATION PROGRAMS (IEPs)

A Handbook for Vocational Educators

Helps teachers, administrators, and counselors understand their roles and responsibilities in developing and using IEPs through a step-by-step guide. The focus is an IEP Process Model that

outlines activities vocational educators can use to develop, implement, and evaluate IEPs for handicapped students:

- Referral of students
- Informal data collection
- Evaluation
- Sharing assessment information
- Placement decision
- Developing and writing the IEP
- Implementing and monitoring the IEP
- IEP Evaluation

A sample individualized education program plan appears in the appendix. Developed by the National Center for Research in Vocational Education. [1979/50 pp.] An optional companion filmstrip/audiotape introduces the process through a case study. [1980/12 minutes]

Available from:

The National Center for Research
in Vocational Education
National Center Publications, Box I
1960 Kenny Road
Columbus, OH 43210-1090

Prices: Handbook **$2.80**
Order No. **IN 188**

Filmstrip/
Audiotape **$12.00**
Order No. **IN 205**

Please make remittance payable in U.S. funds. Orders of $10.00 or less should be prepaid. All prices include shipping and handling. Prices are subject to change without notice.

THE INTERDEPENDENT COMMUNITY

Collaborative Planning for Handicapped Youth

Describes an interagency collaborative planning process for improving career-related opportunities for handicapped high-school-age youth. The intended outcome is a detailed plan devised by members of four sectors of the community—public schools, government agencies, handicapped service organizations, and business and industry—and supported by the community, parents, and employers. The collaborative planning process, presented in three stages, can be readily adapted to any subject or program area:

- Moving from a general theme to a specific focus
- Choosing one strategy to initiate your program
- Developing an action plan

The *Member's Guide* [32 pp.] contains basic information and planning exercises. It is designed to assist team members in reducing barriers to interagency cooperation. The *Leader's Handbook* [112 pp.] comprises the *Member's Guide* plus detailed rationales and instructions for team leaders. The results of a national survey of the perceptions of collaborative efforts by agencies involved in collaborative planning are appended. The handbook concludes with a listing of selected resources. Developed by Technical Education Research Centers. [1980] ***ED 201 086***

Available from:

Price: Handbook **$7.50**
Guide **$2.50**

Technical Education Research Centers
1696 Massachusetts Avenue
Cambridge, MA 02138-1803

PUZZLED ABOUT EDUCATING SPECIAL NEEDS STUDENTS?

A Handbook on Modifying Vocational Curricula for Handicapped Students

Assists vocational instructors in providing appropriate vocational education to students with handicapping conditions through program modification. The handbook provides the information needed to help teachers learn when and how to modify teaching methods and materials. Included are chapters on a variety of topics:

- "Working with Others"
- "Emotional Impairments of Learning"
- "Learning Disabilities"
- "Mental Retardation"
- "Visual Impairments"
- "Hearing Impairments"
- "Physical Impairments"
- "Vocational Assessment"
- "Models for Service Delivery"

The accompanying *Annotated Bibliography* contains nearly 500 entries organized under topical headings:

- Administration
- Assessment
- Career Education
- Curriculum Modification
- Handicapping Conditions
- Least Restrictive Alternative
- Legal Issues
- Mainstreaming
- Programs
- Resources

Developed by the Vocational Studies Center, University of Wisconsin-Madison. [Handbook 1980/490 pp.; Bibliography 1980/164 pp.] ***ED 192 146***

Available from:

Price: **$30.00/set**

Catalog No: **PAE 300A**

Vocational Studies Center
Publications Unit
964 Educational Sciences Building
1025 West Johnson Street
Madison, WI 53706-1796

TAKING ON TOMORROW

Features innovative approaches to postsecondary vocational education for students with handicapping conditions. The four chapters in this book parallel the steps in developing a mainstreaming program:

- "Getting Started"
- "Programs in Place"
- "Job Hunting"
- "Looking Ahead"

Personal anecdotes from postsecondary staff of institutions at the forefront of program installation are presented. Issues related to mainstreaming vocational programs that contribute to the employability of disabled individuals—funding, administrative support, and community involvement—are examined along with the special needs of handicapped students at the postsecondary level, including job placement. [1980/32 pp.] ***ED 199 434***

Also available is a film (16mm or videocassette) documenting the enthusiasm of participants in a mainstreaming effort at a California Community College. Developed by the Office of Radio and Television for Learning, WGBH, Boston.
[1980/30 minutes, color]

Book available from:

The National Center for Research
in Vocational Education
National Center Publications, Box I
1960 Kenny Road
Columbus, OH 43210-1090

Price: **$2.35**

Order No: **SN 25**

Film available from:

National AudioVisual Center
8700 Edgeworth Drive
Capitol Heights, MD 20743-3701

Prices:

16mm film	**$305.00**
Order No.	**A02904**
Rental (3 days)	**$25.00**
Videocassette	**$110.00**
Order No.	**A02905**

TEACHING DISADVANTAGED STUDENTS IN VOCATIONAL EDUCATION

Assists vocational educators who work with disadvantaged learners in developing needed teacher competencies. Each of the six booklets is a learning activity package (LAP) that concentrates on one general vocational teacher competency:

- *Characteristics of Disadvantaged Learners* defines the term "disadvantaged learner," identifies the characteristics of disadvantaged learners, and facilitates the identification of disadvantages and strengths of a selected disadvantaged student. [24 pp.] ***ED 186 689***
- *Diagnostic Assessment of Disadvantaged Vocational Learners* describes the types, assumptions, benefits, and cautions of diagnostic tests, describes the role of the vocational teacher in administering vocational tests; and assists the collection of diagnostic information. [24 pp.] ***ED 186 687***

- *Disadvantaged Learner Analysis Profile* identifies criteria for describing basic cognitive, affective, and psychomotor behaviors and guides the development of a learner analysis profile for a disadvantaged learner. [20 pp.] ***ED 186 690***
- *Disadvantaged Learner Referral Process* describes the components of a referral process, determines the acceptable referral process for a local education agency, and facilitates the completion of a referral form for a disadvantaged learner. [20 pp.] ***ED 186 688***
- *Occupational Cluster Analysis for Disadvantaged Vocational Learners* describes the process of conducting an occupational cluster analysis, guides the analysis of an occupational cluster, describes the technique for conducting a detailed task analysis, and facilitates the detailed analysis of instructional tasks. [44 pp.] ***ED 186 691***
- *School and Community Resources for Disadvantaged Learners* describes the personnel and agencies providing instructional aids and student support services for disadvantaged learners and facilitates the development of a school and community resource inventory. [28 pp.] ***ED 186 692***

Each LAP includes a teacher competency sheet that provides a performance objective, learning activities, and vocabulary. Developed by the Division of Vocational-Technical Education, Maryland Department of Education. [1979]

Available from: *Price:* **$4.50/set**

Maryland Vocational Curriculum
Research and Development Center
J.M. Patterson Building
University of Maryland
College Park, MD 20742-0001

VOCATIONAL EDUCATION OF HANDICAPPED STUDENTS

A Guide for Policy Development

Assists state and local education agencies and intermediate educational units as they develop or refine administrative policies and procedures to serve handicapped students more effectively. The discussion is organized into the following chapters:

- "Planning and Administration"
- "Identification of Students"
- "Vocational Assessment"
- "Individualized Education Programs"
- "Program Placement"
- "Service Delivery"
- "Facilities and Equipment"
- "Personnel"
- "Fiscal Management"

A list of references includes an annotated listing of work evaluation systems. Published by the Council for Exceptional Children. [1978/96 pp.] ***ED 159 851***

Available from:

ERIC Document Reproduction Service
3900 Wheeler Avenue
Alexandria, VA 22304-5110
(703) 823-0500
(800) 227-3742 (in the continental U.S. outside Virginia)

VOCATIONAL EDUCATION

Teaching the Handicapped in Regular Classes

Helps meet the needs of vocational educators for resources useful in teaching handicapped students in regular classes. The publication is organized into seven topical units:

- "Developing a General Understanding" covers rights, capabilities, characteristics, and training of handicapped persons and shaping the training environment.
- "Attitudes" addresses feelings that can affect success in teaching handicapped students in regular classes.
- "Serving the Hearing Impaired" involves understanding the hearing impaired student and establishing and carrying out a plan of individualized instruction.
- "Visually Handicapped Students" concerns understanding the visually handicapped student and establishing and carrying out a plan of individualized instruction.
- "Students with Mental Retardation" deals with understanding the mentally retarded student and establishing and carrying out a plan of individualized instruction.
- "Students with Communication Disorders" aids in understanding the student with a communication disorder and planning and carrying out a plan of individualized instruction.
- "A Plan for Action" covers planning and carrying out instruction and evaluating outcomes.

References and information resources are included at the end of each chapter and at the end of the book. Published by the Council for Exceptional Children. [1978/96 pp.] ***ED 159 852***

Available from:

The Council for Exceptional Children
1920 Association Drive
Reston, VA 22091-1589

Price: **$4.25**

Publication No: **179**

WORKING ON WORKING

Tells the story of real people who are helping students with special needs get ready for the world of work. This set of resources is comprised of a film and a book either of which can be used alone. The film, which focuses on exemplary programs in Georgia, is a good "jumping off point" for discussing and exploring the potential of vocational education for handicapped students. A discussion guide is included. [1979/30 minutes, color]

The book describes several exemplary vocational programs for special needs students through first person accounts given by the innovators themselves. An annotated bibliography lists related resources. [1979/90 pp.] ***ED 199 433***

Book and film produced by the Office of Radio and Television for Learning, WGBH, Boston.

Film available from:

National AudioVisual Center
8700 Edgeworth Drive
Capitol Heights, MD 20743-3701

Prices:

16mm film	**$250.00**
Rental (3 days)	**$25.00**
Order No.	**A02631**
Videocassette	**$65.00**
Order No.	**A02632**

Book available from:

The National Center for Research
in Vocational Education
National Center Publications, Box I
1960 Kenny Road
Columbus, OH 43210-1090

Price: **$5.50**

Order No: **SN 24**

Please make all remittance payable in U.S. funds. Orders of $10.00 or less should be prepaid. All prices included shipping and handling. Prices are subject to change without notice.

Technology

SOLAR CURRICULUM GUIDES

Provides information related to the preparation of solar energy technicians. Included are curriculum guides for six courses:

- "Applications of Solar Energy and Future Technology"
- "Introduction to Solar Energy"
- "Control Theory and Application"
- "Collectors and Energy Storage"
- "Materials and Fabrication"
- "Solar Heating and Cooling Systems"

Included in each course are reproducible illustrative materials suitable for distributing to students and making transparencies. A list of additional resources is appended. Developed by vocational educators at Seward County (KS) Community College. [1980/260 pp.] ***ED 198 322***

Available from: *Price:* **$11.00**

Kansas Vocational Curriculum
Dissemination Center
116 Willard Hall
Pittsburg State University
Pittsburg, KS 66762-5880

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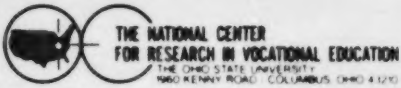
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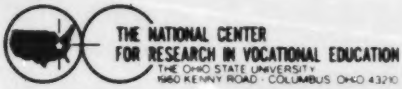
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